

## **GENERAL**

1. The club shall be called Caister Bowls Club and will be affiliated to the Bowls England Association. This can be changed at the AGM with a vote from the members.
2. The club's principal aim shall be the promotion of bowls to all people where possible, to be conducted in a safe environment, where members are respected by all and give priority to local people as per the lease agreement.
3. Alterations to this constitution can only be made at an Annual General Meeting (AGM), or at an Extraordinary General Meeting (EGM) called for that purpose or in the event it is so critical that the committee may hold an Extraordinary Committee Meeting (ECM) where 2/3rds of the officers/committee members must be present, and a vote will be made. Any proposed alterations must be submitted to the secretary in writing 14 days prior to the Annual General Meeting (AGM) or posted to the members within 36 hours if changed via an Extraordinary Committee Meeting (ECM).
4. We will operate within the law and the lease agreement via our landlord at all times.

## **MEMBERS**

5. A "Member" means any type of membership within the club's structure.
6. The Clubs Committee has the right to refuse or withdraw membership to new or existing applicants/members. This will only be done if the Committee feels it necessary to do so as a last resort to protect the club, the applicant/member shall be informed if their application has not been approved or membership withdrawn.
7. New members will be required to serve an initial probationary period of 1 year. During this time, they will not be eligible to serve on the Committee and may have their membership terminated at the discretion of the Committee for unsatisfactory conduct.
8. New members subscriptions shall be dependent on membership type, annual membership fees shall be set at the Annual General Meeting.
9. Existing subscriptions are due each year by the 1st April. Any member, who has not paid the subscriptions for the ensuing year by this date, will not be permitted to play.
10. Members who have not renewed their membership after the deadline, will be deemed to have left the club and a renewal will be required after this period and will be treated as a new membership application. They will not be included in any further correspondence from the club until membership has been paid in full.
11. Reduced subscriptions for new members who join after the 1st August. This will also work the other way round, any member who pays their subscription and through no fault of their own are unable to play will then receive a refund on pro rata basis if requested. Refunds will be on an individual basis agreed by the committee.
12. All members, without exception, must comply with all club rules/guidelines and always respect all other members. Whilst visiting any other club's premises will do so as part of Caister Bowls Club and will be asked to respect members and club buildings/greens as if they were ours! Failure to do so may result in disciplinary hearing by the Club which may lead to their membership being removed.

## **RULES, GUIDELINES, DISCIPLINE AND SAFETY**

13. Always treat all members with respect.
14. No threatening behaviour is accepted on the club premises or other bowls grounds where you are representing Caister Bowls Club.
15. Where an allegation of misconduct is made against a member, this must be made known to one of the committee who will bring this to the attention for review.
16. Rules/Guidelines that are set in any competitions/games must be followed at all times, in any unforeseen circumstances the committee will then meet to decide the outcome.
17. The committee may consider removal of membership where conduct on the green, club premises and on social media, is considered to be prejudicial to the club. This may result in a verbal warning or dismissal from the club depending on the severity of the offence.
18. The Committee will always be responsible for the running of Caister Bowls Club. Appointed officers will be used for competitions, club charity and friendly days. The Committee will also let the members of the club know of any issues or changes within the club.
19. Safety risk assessments must be followed at all times in the club house, toilets, changing rooms, kitchen, around the greens and seating areas. Steps to be used for those who may need them. Any equipment used to maintain the green or club house must be used in the correct manner as they were made for.
20. Smoking is only permitted within the designated areas around the green, the club house is a non-smoking area. Please refer to signs around the green and use any ashtray pots that are available.
21. Please keep the area clean and tidy and do not leave any tripping hazards. Anything found to be broken should be reported to a committee member or team captain straight away.
22. Caister Bowls Club shirts are to be worn for all league and friendly games. Appropriate bowls footwear must be used at all times.

## **COMMITTEE STRUCTURE AND APPOINTMENTS (Officers)**

23. The Committee of the Club shall comprise of not less than 9 or more than 12 persons.
24. The Officers of the club are as follows, President, Vice President, Chairperson, Vice Chairperson, Secretary, Treasurer and between 3 - 6 committee members.
  1. President - to serve for 10 years.
  2. Vice President - to serve for 10 years and then progress to President.
  3. Chairperson - to serve for 3 years and may continue beyond their term.
  4. Vice-chairperson - to serve for 3 years and may continue beyond their term.
  5. Secretary - To serve for 3 years and may continue beyond their term.
  6. Treasurer - To serve for 3 years and may continue beyond their term.
  7. Groundkeeper - mainly in charge of the day to day green keeping serves for 3 years and may continue beyond their term. Should the green need to be

- closed members will be informed. There can be an unlimited number of helpers within this group, but all volunteers will be shown how to use the equipment needed to carry out tasks safely.
8. Committee members to be elected or re-elected at the Annual General Meeting.
  9. In the event of a sudden resignation of a club officer or committee member a new replacement can be co-opted in. Terms of service may be waived to allow members to take these positions.
  10. Members of the committee can be voted off at any time with 2/3rds of the membership vote as part of the no confidence structure.
25. All committee meetings should be run by the Chairperson, or Vice Chairperson. In the event they are not present then a replacement will be called on.
  26. Any committee member or officer involved with any other bowls club, should inform the committee of their position and club they are involved with just in case of any conflict of interest.
  27. Committee members and officers may be elected at the Annual General Meeting from written nominations received no later than 14 days prior to the meeting or via an ECM nominated and agreed via the committee, to serve for a period as described above. The committee will be elected by majority vote by paper ballot if requested, or by a show of hands, from members present. All paid-up members and life members are eligible to attend the AGM and vote.
  28. Should a committee position become vacant, the committee may, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting. The co-opt vote should be used to bring in someone who has the specialist knowledge required to allow the club to continue, i.e. accountant, safety officer, secretary, greenkeeper etc. Any previous committee member or officer who has been removed from their post can not re-apply for a committee or officer position for 5 years.

### **COMMITTEE ORGANISATION AND POWERS**

29. Members elected to office (apart from Chairperson) will have full voting rights at all meetings. In the event of a tie, the Chairperson will have a casting vote. If the vote is deemed critical then members who are not present should be allowed to vote via e-mail or telephone call. A record of all votes should be kept by the club secretary.
30. The Committee are authorised to carry out negotiations and make decisions in the best interest of the club or on behalf of the members where necessary, without consultation. Any decision will be communicated to the members via the monthly News/Committee letter. If the committee feels it would best to involve the members, an e-mail will go out asking for a vote within a period of expiry.
31. Money may only be withdrawn from the club funds by cheque signed by not less than 2 committee members or officers, or by bank transfer via the treasurer. A full set of

accounts are to be kept to show ALL transactions made. At each committee meeting the treasurer will advise the committee on how much money the club has, show any single item purchases over £100, which should also have been agreed at a committee meeting or by e-mail.

32. The Secretary must be informed of any negotiations proposed by club officers which affects the Club as a whole, and copies of any written correspondence must be submitted to him/her for record purposes.
33. All committee members/officers will provide evidence to the treasurer for any request for payments, the treasurer has the right to withhold payment until evidence has been received or a committee meeting has been held to approve payment. Any single item expenditure exceeding £100.00 must have committee approval.
34. Any committee member or officer wishing to resign must do so in writing, this can be done by letter or by e-mail to the secretary only.
35. All committee members and officers of the club will act in the best interest of the club at all times.
36. Moneys paid to any members for purchase of goods or sold on behalf of the club, must do so with permission from the committee first, all sales will be recorded via the treasurer and a receipt will be gained or given.

#### **VOTING AND CONDUCT OF COMMITTEE MEETINGS**

37. All committee meetings will be by agenda and minutes taken, minutes of committee meetings will only be made available to members on the club notice board.
38. A quorum of any Committee meeting shall consist of at least 50% of the current committee members.
39. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal. All votes will be recorded by the secretary at each meeting. In the event of a tie the chairperson will have the casting vote.
40. Voting will normally be by a show of hands, however a secret ballot must be taken should any committee member request that this be done. Critical votes will be allowed by e-mail only for any member who will not be available at the time of the meeting only.
41. An audio recording of committee meetings may be taken by the secretary only, for the sole purpose of producing accurate minutes, unless a member raises an objection at the time of the meeting? The audio recording must be deleted once the written minutes are approved.
42. At the end of each committee meeting the date for the next meeting will be agreed upon.

## **VOTING AND CONDUCT OF ANNUAL GENERAL MEETINGS**

43. All annual general meetings (AGM) will be done via an agenda and minutes taken. Any proposals for discussion will only be accepted at general meetings if the Secretary is given at least 14 days notice in writing of the item(s) to be discussed, so this can be added to the agenda. Time allowed for any other business (AOB) will be at the Chairperson's discretion.
44. The Chairperson will chair the meeting as per the set-out agenda. They will make sure the meeting agenda is followed, any voting by hands will be counted by them and confirmed by the secretary. Reports for each department including the Treasurer, Green Keeper, Secretary will be sent out prior to the AGM taking place. Questions can be asked to each department if required, answers may take time and reported back to the individual(s) via the AGM minutes if needed.
45. Members are requested to raise their hands so the Chairperson can see and ask them to address the floor. This will then prohibit members talking over each other or speaking at the same time. Please respect the members when they are asking questions.
46. After discussion all proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution. In the event of a tie, the chairperson will have the casting vote.
47. Voting will be by a show of hands. Proxy and postal votes will not be permitted. Any vote for an officer or committee members must be done via ballot of members present at the AGM. If requested by a candidate for election to the committee a secret ballot will take place.
48. The Chairperson has the power to ask a person to leave the meeting in the event of that person causing disruption.
49. A date for the Annual General Meeting will be decided each year by the Committee. At least 28 days notice of the date of the meeting, will be given to all Club members via e-mail or in writing.

## **EXTRAORDINARY GENERAL MEETINGS (EGM)**

50. The Secretary must notify committee members of an Extraordinary General Meeting (EGM) within 7 days, stating the business to be discussed.
51. The Secretary shall convene an Extraordinary General Meeting to the club members by a resolution of the committee stating the business to be brought no later than 14 days from submittal to the committee.

## **COMMITTEE MEETINGS AND EXTRAORDINARY COMMITTEE MEETINGS (ECM)**

52. A committee meeting should be held once a month during the main season and as required during the off season.
53. All Extraordinary Committee Meetings (ECM) shall be made by contacting all members of the committee with at least 24hrs notice from the club secretary or designate person.

Where at least 50% of the committee are not available another day should be sourced. In the event members can't make the meeting or a meeting can't take place a proxy vote will be taken via e-mail or text to the secretary or designated person.

54. The committee meeting will be run by an agenda set out by the secretary, the next meeting will be arranged at the end of each meeting to suit as many members as possible.

### **INSURANCE AND INDEMNITY**

55. Insurance policies will be displayed in the club house for all members to see, the secretary will hold any certificates on file for any insurance held and be responsible to make sure they are current and in date.
56. The secretary will be responsible to hold all other documentation that the club has to hold officially in the event they are needed. This will include any agreements made with the ground's landlord, lease, water, electricity, liability insurance, Bowls England and any other official body.

### **IN-HOUSE CLUB COMPETITIONS**

57. The Committee will decide the club competition rules/guidelines. They will be sent out to all entries in the competitions. In the event any rules/guidelines are not followed, or members have issue's, the committee will decide the way forward. Rules/guidelines may be changed to accommodate the new arrangement. The dates for completing the round(s) will be set out along with all the relevant information, there may be alteration to the dates to allow games to be played or arranged so everyone has a good chance to complete their round(s), this will be done by the discretion of the committee.

### **DISCIPLINARY ACTION**

58. Any member found to be abusive, treating other members/visitor or Caister Bowls Club equipment including buildings with disrespect will be spoken to, sometimes a friendly reminder is all that is needed, we do get carried away within our game, we sometimes raise our voices, but remember, we treat each other with respect.
59. If any physical contact is made and witnessed, they will be banned from the club, membership is not re-fundable in this case, and if necessary, it will be reported to the police.
60. Any officer or committee member found to be mishandling club funds will be brought to the committee for an emergency meeting and will be dismissed from their duties depending on a committee investigation, the club members will also be informed.
61. Any member found being derogative towards Caister Bowls Club will be called before the Committee. This could lead to the membership being withdrawn. Should the committee feel it necessary, inform the members of their actions and the reasons why.
62. If consuming alcohol at the club or other place when representing Caister Bowls Club, and the bar helpers ask you to leave and you refuse, or they are not willing to serve you any more alcohol and you still refuse, the police will be called to deal with the

situation and the committee will meet to decide the outcome, this could mean your membership being withdrawn.

### **SAFEGUARDING**

63. Caister Bowls Club will be a safe place for bowlers and visitors. All, will be treated with respect, any reports will be acted on, the committee will be here to listen and assist in any issues, bullying/racism or discrimination will not be tolerated at our club, all members have a duty to report any issues immediately. Any issue must be logged for any possible future requirements. Safeguarding comes in many forms, if you see or suspect anything that could be causing harm or if a person shows signs of harm, please report it to a committee member. Check the notice board for more information on safeguarding at the club!

### **DISSOLUTION OF THE CLUB**

64. Should it be considered necessary or desirable to dissolve the Club, the committee will call an Extraordinary General Meeting (EGM). Should a quorum of 2/3rds fail to appear, the meeting will be adjourned, and a further Extraordinary General Meeting (EGM) must be called within 7 days. The second meeting will proceed even if a quorum is not present, and the motion will then be carried by a simple majority vote. Any money left will be given to the King George V playing field management committee to be used in any way they wish.

**This club constitution known as version 2026-1 was approved by members at the Emergency General Meeting on the 7th March 2026 and came into force on that day.**